

POLICY #5815

RISK MANAGEMENT – INCIDENT REPORTS

1. INTENT

- 1.1. The Surrey Board of Education intends to access the benefit of insurance coverage which it has paid for to recover losses and respond to claims. As a condition of eligibility for insurance coverage is the timely reporting of incidents, claims and losses, the board intends for such events to be reported to insurers on a prompt basis.
- 1.2. The board further intends that incidents be reported in order to provide systematic information for developing strategies to minimize the risks of personal injury, property loss and legal claims.

2. DEFINITION

An incident for the purpose of this policy is generally a serious student injury, a loss of school district property, a loss of certain employee property and liability or Human Rights claims against the school district and its trustees, employees, volunteers and Parent Advisory Council members which are subject to coverage by the Schools Protection Program and related insurance policies as further defined by regulation. Injury covered by WorkSafeBC and motor vehicle accidents not involving students are excluded from this definition.

3. AUTHORITY

- 3.1. The secretary-treasurer or designate, is authorized and directed to:
 - a) Establish procedures for the timely completion of Incident Reports, their review, retention and filing with insurers.
 - b) Receive all legal claims and indications of pending legal claims and to notify insurers of them.

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X-Ref.: Reg. #[5815.1](#)

Reg. #[8901.1](#)

Policy #[9410](#)

Reg. #[9410.1](#)

Policy #[9615](#)

Reg. #[9615.1](#)

Policy #[10305](#)

Reg. #[10310.1](#)

Reg. #[10313.1](#)